

## **CALFED TASK ORDER #1**

Contract B-59953

### **1. Description of work to be undertaken**

This task order covers work conducted to support initiation of Phase I of the CALFED Bay-Delta Program. Specific tasks are as follows:

- A. Using the workplan and preliminary schedule prepared by CALFED staff as a basis, the USBR will facilitate the development of a computerized, resource-loaded program schedule for Phase I of the CALFED Bay-Delta Program detailing the dependency relationships and timing of Phase I work tasks including all eleven elements of the CALFED Bay-Delta Program work plan:

1. Problem Definition
2. Mission Statement
3. CEQA/NEPA Scoping
4. Develop Broad Strategies for Alternatives Formulation
5. Formulate Preliminary Alternatives
6. Coarse Screening
7. Preliminary Analysis
8. Facilitate Broad Based Support for a Short List of Alternatives
9. Perform Detailed Analysis of the Short List of Alternatives
10. Facilitate a Collaborative Process which Develops the Preferred Alternative List
11. Aggressive Public Affairs Program

The computerized schedule should support preparation of weekly progress reports presenting percentage completion of each task based on physical progress, percentage of each task budget expended, delays, accelerations, and recommended scheduling and resource allocation changes.

- B. Using the schedule and descriptive information prepared by CALFED staff as a basis, the USBR will provide technical and administrative support to the CALFED Bay-Delta program team in development of a problem definition, development of a mission statement including goals, objectives, purposes, and criteria, preparation of a Notice of Intent/Notice of Preparation and Scoping Document, and development of public information materials to support the process. The specific tasks associated with this work are shown in Attachment 1 to this task order.
- C. The USBR will provide financial analysis and support to the CALFED Bay-Delta Program.

- D. The USBR will provide support for the CALFED public affairs program on an "as requested" basis.
2. Identification of agency(ies) or entity(ies) performing work, and specific roles and responsibilities of CALFED member agencies, if applicable

Working under the direction of USBR, the prime contractor for parts A, B, and D of this task order will be CH2MHILL. Subcontractors will be Montgomery Watson, Jones & Stokes Associates, Public Affairs Management, and Strategic Insights. The prime contractor for work under part C of this task order will be Mr. Zach McReynolds.

3. Term

Work under this task order will commence June 15, 1995 or upon approval of the task order by DWR and USBR. Work described under part A will be completed by August 30, 1995. Work described in part B will be completed by November 15, 1995. Work described in part C will be completed by September 30, 1995. Work described in part D will be completed by September 30, 1995.

4. Deliverables to be provided, if any

Draft text materials will be delivered in hard copy and WordPerfect 6.0 for Windows. Computerized schedules will be prepared in Microsoft Project or Primavera, with output in hard copy and electronic format.

Specific deliverables include:

When requested by the CALFED task order manager, portions of a problem definition, a mission statement including goals, objectives, purposes, and criteria, and a Notice of Intent/Notice of Preparation and Scoping Document (NOI/NOP) will be provided by USBR.

When requested, administrative and technical support for public workshops will be provided.

Program schedule including a computerized, resource loaded schedule.

Draft textual descriptions of the main elements of the schedule.

Final textual descriptions of the main elements of the schedule.

When requested by the CALFED task order manager, public affairs newsletters, information packets, media packets, legislative briefing packets, speakers bureau packets, and such other public affairs materials as are required will be provided.

**5. Schedule for performing the task**

Deliverables will be provided on the dates or schedules set forth below:

Schedule element descriptions and computerized schedule -- June 30, 1995

Draft textual descriptions of the main elements of the schedule-- June 30, 1995

Final textual descriptions of the main elements of the schedule-- July 30, 1995

The schedule for the problem definition, mission statement, and NOI/NOP will be negotiated at the time that authorization to commence that work is given.

The schedule for preparation of public affairs documents will be negotiated at the time that authorization to commence that work is given.

**6. Schedule for coordination meetings, if applicable**

Meetings will be held weekly between the USBR contract manager, the contractor, and CALFED task order manager to review schedule and progress.

**7. Schedule and process for review and approval of work at key milestones, if applicable**

CALFED staff will review written work products and specify any changes within five work days.

**8. Schedule for status reports and fiscal reports, if applicable**

Contractor will present weekly status reports at meetings with CALFED.

**9. Staff assigned and estimated hours**

The CALFED task order manager for this work is Steve Yaeger or his designee. Responsibility for managing this work lies with the USBR and their designated contract manager, Rick Breitenbach.

**10. Cost schedule**

Work items A and B: 1000 hours at the Indefinite Quantities Contract approved rates or the CALFED cost sharing agreement approved schedule, whichever is appropriate, not to exceed \$100,000.

Work item C: 330 hours at \$75/hour, not to exceed \$25,000.

Work Item D: 250 hours at the Indefinite Quantities Contract approved rates or the CALFED cost sharing agreement approved schedule, whichever is appropriate, not to exceed \$25,000.

**11. Maximum payable for task**

The maximum payable under this task is \$150,000.

**12. Schedule of payments and invoicing procedures**

The contractors will be paid by USBR. The USBR will invoice DWR through the CALFED Bay-Delta Program for reimbursement after completion of the work. Invoices will be submitted in triplicate bearing the contract number B-59953 and task order number 1.

**13. Special funding arrangements including cost-sharing, if applicable**

N/A

**14. Valuation of in-kind services**

N/A

15. Contact persons for each party

CALFED: Steve Yaeger  
(916) 657-2666

USBR: Rick Breitenbach  
(916) 978-4391

CH2MHILL: Ron Ott  
(916) 920-0300

Item C: Zach McReynolds  
(415) 925-9997

16. Termination clause

CALFED may terminate services under this task order with ten working days notice.

Recommend Approval:

Steve Yaeger  
(CALFED Bay-Delta Program Task Manager)

Date:

June 5, 1995

Approved:

[Signature]  
(CALFED Bay-Delta Program Manager)

Date:

6/5/95

Signed:

Robert Pitter  
(DWR)

Justin L. Smith  
(USBR)

Date:

6/5/95

6/6/95